



## Madison Children's Museum JOB DESCRIPTION

<b>Position Title: Grounds and Living Things Manager</b>	<b>Division/Department: Exhibits and Facilities</b>
<b>Supervisor: Director of Facilities &amp; Director of Exhibits</b>	<b>FLSA Status: Non-Exempt</b>
<b>Pay Grade: Full-time</b>	<b>Date Updated: 3-14-16</b>

### SUMMARY OF JOB SCOPE & RESPONSIBILITIES

Responsible for maintenance, landscaping and upkeep of outdoor areas and facilities; oversees, evaluates and coordinates care of museum's live animals/plant collection; and assists with facility and exhibit related maintenance throughout the museum. Sets protocol for site care and upkeep, and works with area education managers to train staff in daily procedures. Responsible for repairing exhibit components as needed, and oversight of special projects as needed.

### ESSENTIAL JOB FUNCTIONS

#### 1. Ground Maintenance and Management (50%)

- Oversees care, maintenance and long term plans for the museum's outdoor spaces; initiates and oversees museum's landscaping efforts and related outdoor maintenance services, including snow removal, soil management, lawn care, storm water, recycling and waste management. Coordinates efforts with area education managers, outside contractors, and communicates processes, procedures and plans effectively with all staff.

#### 2. Live Animal Manager (15%)

- Oversees the health and well-being of the museum's animals, and ensuring that their care follows AZA, USDA and Humane Society guidelines and standards as appropriate. Creates animal care guidelines for all museum animals, based upon these standards. Sets and follows protocols for keeping all museum animals healthy, safe, and in clean, sanitary conditions. Current MCM animals include homing pigeons, chickens, turtles, snakes, rats, fish and insects. Duties may include feeding, bathing, cleaning, training exercising and other tasks necessary for the welfare of animals, as well as ongoing training for staff/volunteers.

#### 3. Special Project Coordination (15%)

- Oversees project coordination and outreach activities for special projects, such as IMLS funded stairwell project. Duties may include organizing, overseeing and facilitating community input/ art activities to support special projects, as needed.

#### 4. Exhibit Technician Duties (10%)

- Maintains and repairs exhibit components, including assisting with daily safety or maintenance checks, cleaning, vacuuming and laundering as needed. Orders replacement parts of exhibits as needed, maintains records, tests new and repaired components, and helps install and de-install the museum's changing exhibits.

#### 5. Facility Support Duties (10%)

- Helps assist facility repair and daily maintenance of the facility as directed by Director of Facilities as needed; documents upgrades to the museum's facility; communicates directly with Director of

Facilities about larger facility maintenance issues (air conditioning, leaky pipes, broken elevator, etc.); and assists MCM staff with occasional internal facility maintenance issues.

## **JOB QUALIFICATIONS**

### **Necessary Education or Work Experience**

- 2 year college certificate or technical college degree required. 4 year college degree preferred.
- Significant work experience (3-5 years) with landscaping, grounds management, live animal care and exhibit/facility repair.
- Prior experience working in a public museum, nature center, or zoo preferred.
- 3-5 years experience overseeing staff, volunteers and hired contract workers preferred.

### **Required Knowledge and Skills**

- Excellent problem solving skills and the ability to think on one's feet required.
- Proven organizational, management and recordkeeping skills required.
- Strong organizational and communications skills required.
- Extensive knowledge of landscaping techniques, plants and soils required.
- A broad familiarity and comfort with multiple fabrication techniques, natural and sustainable building methods required (welding, carpentry, straw clay fabrication, for example).
- An aptitude for visual, spatial design preferred.
- Strong writing skills preferred.

### **Other Qualifications/Requirements:**

- Occasional weekend and evening work required, oftentimes before or after the museum is open to the public.

## **REASONS TO JOIN OUR TEAM**

- Flexible schedule to balance work and play
- Collaborative, creative team bringing learning and community to families
- Convenient downtown location on the Capitol Square, good bike access and public transportation
- Free 6-person Madison Children's Museum membership, including reciprocity at museums and science centers across the country and participation in our 10% partner program, offering discounts at businesses and restaurants such as: Ian's Pizza, CTM (Children's Theater of Madison), Gotham Bagels, and Bradbury's Coffee
- Opportunity to participate in 401K Plan
- Free admission to select MCM events and parties, including Adult Swim

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position involves the frequent use of hand and power tools, including but not limited to shovels, snow blowers, table saws, fork lifts and welding equipment. Position requires frequent standing; walking; and stooping, kneeling, or crouching. Involves extensive manual labor, including the ability to lift and transport up to 50 lbs. Must be able to climb ladders and handle them safely (setting up, breaking down and moving around). Fear of heights or confined spaces could create a significant hardship.

Specific vision abilities required by this job include close and distance vision, and ability to adjust focus. The employee must be able to carry tool bags and materials necessary to perform their job duties.

Requires the ability to work in an environment that will be subject to loud noises, hazardous conditions, and possible animal bites, scratches, etc.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**HOW TO APPLY**

Applications will be accepted and reviewed until the position is filled. For best consideration, please submit by March 27. Please email a resume, a cover letter and a list of 3 references to Brenda Baker at [mcmjobs@madisonchildrensmuseum.org](mailto:mcmjobs@madisonchildrensmuseum.org).